



HONORABLE CHAD JENKINS

JUSTICE OF THE PEACE, PCT. #2

3500 EDGAR BROWN DRIVE

P O BOX 2219

ORANGE TX 77631

PHONE: 409-882-7806

FAX: 409-882-7808

CAUSE NO. _____

THE STATE OF TEXAS

IN THE JUSTICE COURT

VS.

PRECINCT TWO

DEFENDANT

ORANGE COUNTY, TEXAS

COMMUNITY SERVICE REQUEST

I, _____, am the defendant in the above entitled and numbered case. I am not represented by counsel in this proceeding. I have no assets except for the following:

EMPLOYER: _____

EMPLOYER ADDRESS: _____

MY EARNINGS ARE: \$ _____ PER WEEK \$ _____ PER MONTH

I HAVE OTHER INCOME AS FOLLOWS (STATE SOURCE AND AMOUNT):

DISABILITY INCOME: _____ CHILD SUPPORT: _____

UNEMPLOYMENT: _____ OTHER EMPLOYMENT/EDUCATION: _____

I AM: ____MARRIED ____SINGLE ____DIVORCED

NUMBER OF CHILDREN: _____ AND OTHER DEPENDANTS: _____

HOME (ADDRESS): _____

EMAIL ADDRESS _____ PHONE # _____

I am unable to pay court fees. I verify that the statements made in this statement are true and correct.

SIGNATURE OF DEFENDANT

DATE



HONORABLE CHAD JENKINS

Justice of the Peace, Precinct 2
3500 EDGAR BROWN DR, ORANGE, TX 77630

Kendra – Court Coordinator
Kinley – Court Clerk
Sandra – Court Clerk

Phone: 409-882-7805
Fax: 409-882-7808
JP2@CO.ORANGE.TX.US

COMMUNITY SERVICE ORDER

NAME: _____ CAUSE NO. _____

NUMBER OF HOURS TO COMPLETE: _____ DUE DATE: _____

NOTICE TO APPEAR

This is your formal notice that in the event you fail to do your community service in the time pursuant to this agreement, then you are required to appear for a hearing at this Court at 4:00 p.m. on the date your hours are due. The purpose of this hearing is for you to Show Cause why you have failed to do such hours. IN THE EVENT YOU FAIL TO APPEAR, A CAPIAS WARRANT FOR YOUR ARREST WILL BE ISSUED ON ALL CASES.

I hereby acknowledge the receipt of a copy of the agreement and notice to appear and I understand and agree that I will appear on the due date if I fail to do the community service hours.

DEFENDANT'S SIGNATURE: _____ DATE: _____

DATE	TIME IN	TIME OUT	NUMBER OF HOURS

TOTAL HOURS: _____

I, _____, CERTIFY THAT THE ABOVE NAMED DEFENDANT COMPLETED THE ABOVE FILLED IN COMMUNITY SERVICE HOURS.

**LIST OF PLACES ACCEPTABLE:
CHURCHES, BALL PARKS, SALVATION ARMY,
GOODWILL, CLAIBORNE PARK, FIRE STATIONS,
OR ANY OTHER NON-PROFIT ORGANIZATION**

NO NURSING HOMES OF ANY KIND

NAME OF NON-PROFIT ORGANIZATION

SIGNATURE

DATE

PHONE NUMBER

IT IS A THIRD DEGREE FELONY TO FORGE OR ALTER THIS GOVERNMENT DOCUMENT.

**HONORABLE CHAD JENKINS
JUSTICE OF THE PEACE, PCT. #2
ORANGE COUNTY, TEXAS**



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RULES FOR COMMUNITY SERVICE WORK

All persons participating in community service work by order of Orange County Justice of the Peace, Precinct 2 are expected to comply with the following rules and regulations:

- Report to your work assignment on time.
- When you arrive at your work assignment, report to your assigned supervisor.
- Complete all work assigned.
- Dress appropriately for your work assignment. For an office or other public workplace, shorts, short skirts, tank tops and t-shirts are not appropriate. For labor or outside work crew, long pants and t-shirts are acceptable. T-shirts must not contain any offensive gestures, pictures or words.
- No cell phones or other electronic devices are to be audible and are not permitted to be used during work assignments.
- No telephone calls are to be made or received during work assignments, except in case of emergency. If you need to use the telephone, please ask permission.
- No vulgar, foul, or abusive language is permitted during work assignments or on the premises of a community service project.
- No disruptive or disrespectful behavior will be tolerated.
- No smoking, no possession or use of alcohol, drugs or volatile chemicals is allowed during work assignments.
- Friends are not allowed to accompany you to work.
- If you do not understand any part of your work assignment, ask for explanations or assistance. Always ask for permission or instruction before using machinery or equipment.
- Document the time you worked with your supervisor for reporting to the Court.

ANY COMMUNITY SERVICE PARTICIPANT FOUND IN VIOLATION OF THESE RULES WILL BE REFERRED TO THE COURT FOR FURTHER ACTION.

DATE

PARTICIPANT'S SIGNATURE



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CAUSE NUMBER: _____

OFFENSE: _____

DATE OF CITATION: _____

DEFENDANT NAME: _____

You have the right of pleading **GUILTY, NO CONTEST** or **NOT GUILTY** to this charge. A plea of **NO CONTEST** indicates that you are not contesting the charge(s) filed and that you want to take care of the assessed fine and court costs. The fine and costs on a plea of **GUILTY** are the same as a plea of **NO CONTEST** and must be paid as ordered.

A plea of **NOT GUILTY** indicates that you wish to contest the charge(s) and that you are exercising your right to a trial. You may request a trial by Judge or by Jury. If you plead **NOT GUILTY** the law prohibits the judge from discussing any aspect of your case with you. A pre-trial hearing and/or a trial will be scheduled and you will be notified of this date. If found guilty at your trial, the fine and costs will be set by the Judge or Jury.

Since you will be notified by mail regarding your court dates, **you must furnish the court with a good address and phone number**. If any of this information should change, **it is your responsibility to notify the court of these changes**. Failure to appear at your court dates may result in additional charges being filed against you.

PLEA: (CHECK ONE)

_____ I enter a plea of **GUILTY** and waive a trial by a Jury.

_____ I enter a plea of **NO CONTEST** and waive a trial by a Jury.

_____ I enter a plea of **NOT GUILTY** and waive my right to a jury trial and request a trial by

Judge.

_____ I hereby enter a plea of **NOT GUILTY** and request a trial by **Jury**.

Signature: _____

Mailing Address: _____

Phone #: _____ Alternate Phone #: _____

Date of Birth: _____ ST/DL#: _____ Social Security # _____

Email address _____ Todays Date _____